

READING REGIONAL AIRPORT AUTHORITY

OCTOBER 13, 2009 MEETING MINUTES

MEMBERS PRESENT

Michael A. Setley, Esq., Chairman
Dr. S. Ronald Miller, Vice Chairman
Gerard G. Johnson, Treasurer
Craig Lutz, Asst. Sec/Treas
William Roberts, Esq., Asst/ Sec/Treas
Jeff Schatz, Asst. Sec/Treas
Steve McCracken, Board Member

ALSO PRESENT

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|--|---|
| Terry P. Sroka, Airport Manager | Edwin L. Stock, Esq., Solicitor |
| Louise B. Grim Recording Secretary | Bryan Oscarson, AECOM, Inc. |
| Darren Betters, American Flight Services | Peter Woods, Millennium Aviation |
| Brian Potts, Bern Township Manager | Brad Salamone, Atlantic Energy Concepts |

The October 13, 2009 meeting of the Reading Regional Airport Authority was held in the Administration Office of the Reading Regional Airport. Mr. Setley, Chairman, called the meeting to order at 8:15 a.m.

Mr. Salamone made a presentation on designing and installation of electrical conservation measures, more specifically lighting. Mr. Schatz said that with the rate-cap expiring on electricity rates he felt the Authority should consider having an energy audit of the lighting fixtures on the airport to determine what the cost savings might be. The Board approved Atlantic Energy Concepts taking the next step which would be a proposal to review the airport's lighting. Mr. Schatz said he will meet with Mr. Sroka and Mr. Salamone to discuss the issue.

The minutes of the September 8 2009 Airport Authority Meeting were approved as distributed.

There were no public comments at this time.

TREASURER'S REPORT

Mr. Johnson said that budget for Fiscal Year 2010 which began October 1st will be delayed in presenting it to the Board.

He reviewed with the Board the cost center reports for the 4th quarter of Fiscal Year 2009.

Mr. Johnson moved and Mr. Schatz seconded the motion to approve Resolution No. 2009-14 approving disbursements for September, 2009. The Board unanimously approved the motion.

The Board reviewed the Accounts Receivable Aging Analysis for the period ending September 30, 2009. The Board authorized deducting from Liberty Excavating's payment the amount of their delinquency. Mr. Johnson said he will prepare a Notice of Default and place into collection both Reading Jet Center and Reading & Northern Real Estate.

Mr. Setley called for the Board's ratification of the withdrawal of \$166,472.00 from the Capital Projects Account. He said that the amount represents 5% of the invoices to be paid for the Runway 13 EMAS Project. When the PA Bureau of Aviation reimburses the airport for their share (2.5%) of the invoice payments that amount will be returned to the Capital Projects Account. Mr. Johnson moved and Mr. Schatz seconded the motion to ratify the withdrawal from the Capital Projects Account. The Board unanimously approved the motion.

SOLICITOR'S REPORT

Mr. Stock reported that Bern Township has presented an agreement for the right to inspect the Runway 31 Runway Safety Area Project for storm water runoff. Mr. Potts said DEP has a new storm water ordinance that would include the inspection of areas not only outside the airfield fence but also inside the fence. Mr. Setley moved and Mr. Johnson seconded the motion to authorize the execution of the agreement pending the review and approval of the airport solicitor. The Board unanimously approved the motion.

Mr. Setley called for a motion to approve the extension of the engineering contract with AECOM, Inc. for one year. He said that the contract had an initial term of three years which will end December 31, 2009. However, the contract included two one year renewal options. Dr. Miller moved and Mr. Johnson seconded the motion to extend the engineering contract with AECOM, Inc for one additional year ending 12/31/2010. Mr. Johnson asked if we can validate the rates for this coming year. Mr. Setley said that rates were set when the airport entered into the contract with AECOM. Mr. Oscarson said that the rates for each project are reviewed by an independent fee review and approved by the FAA.

AIRPORT MANAGER'S REPORT

Mr. Sroka asked for the Board's ratification of a change order for the Runway 13 Runway Safety Area Project. The change order is for UGI in the amount of \$18,076.04 to retrench and install a gas line. Mr. Sroka said that when the gas company initially looked at the site they under estimated the depth of the new line. He said that the FAA has agreed to fund 95% of the cost. Mr. Johnson moved and Dr. Miller seconded the motion to ratify the execution of the UGI Change Order for the Runway 13 RSA Project. The Board unanimously approved the motion.

Mr. Sroka said that he would like to publicly thank Al Laird Manager of the FAA Airport Facilities (FAA AF) for his help in several projects which include the removal of the building at the old radar site. Also, FAA AF will be releasing two properties to the airport that could be sold. One property in Greenfields and one property in Spring Township.

Mr. Lutz asked if there has been any more information on the Blue Angles coming to the airport. Mr. Sroka said that the airport is listed as an alternate site for an air show in 2011.

ENGINEER'S REPORT

Mr. Oscarson's report is attached. He thanked the Board on behalf of AECOM for extending the engineering contract for a year.

NEW BUSINESS

Mr. Lutz asked Mr. Woods how the sale of Millennium was progressing. Mr. Woods said the transaction is moving very slowly but it is still moving forward.

Mr. Setley adjourned the meeting for an Executive Session at 8:37 a.m. to discuss a real estate matter. The meeting reconvened at 9:50 a.m.

The next regularly scheduled meeting of the Reading Regional Airport Authority is scheduled for Tuesday November 10, 2009 at 8:15 a.m. in the Administration Office of the Reading Regional Airport.

The meeting adjourned at 9:51 a.m.

READING REGIONAL AIRPORT AUTHORITY

RESOLUTION NO. 2009-14

WHEREAS, the Reading Regional Airport Authority has reviewed and approved the disbursements listed on the Check History Report dated September 30, 2009

NOW, THEREFORE, BE IT RESOLVED as follows:

RESOLVED that check numbers 986, 987, 37833 through 37899 and payment transfers for bank fees, insurance payment and sales tax in the amount of \$5357.53 are hereby approved for payment.

Airport Manager's Report October 13, 2009

On October 1st we received the electricity bids through the BCCPC from American PowerNet. After discussion with Jeff Schatz we decided not to accept the proposal for this contract but to wait until next year to re-assess the rates.

I had requested an extension for 3 items from our recent certification inspection. We had a deadline to repaint both sets of side stripes on Rwy 13/31 and 18/36 along with conducting a Part 77 Obstruction survey for controlling obstructions on each runway. We have been granted an extension on the obstruction survey until July 2010. We have completed painting Rwy 13/31 side stripes and hope to complete Rwy 18/36 before the cold weather sets in. I am currently working with FAA and AECOM to resolve an obstruction issue for the Rwy 36 ILS approach which has raised the straight in minimums. A survey will be required to locate the obstruction and then we will need to contract to have it lowered.

We have had to request a two day extension to the Van Reed Road project due to weather and unforeseen gas line relocation. As of Friday 10/2 UGI informed AECOM that there would not be enough cover over an 8" gas line along Van Reed Road. UGI had received plans and specification for this project and has also been involved with design meetings for the past year. This last minute change to the amount of acceptable cover created a major problem based on the road closure time frame and sequence of work being performed. Our only alternative was to lower the line which will cost approximately \$20,000. We have been able to obtain FAA approval for a change order on this project.

The EMAS base preparation is completed and EMAS blocks are being installed this week. By allowing day time work we have been able to shorten the project by almost 4 weeks. Weather permitting we should be complete by Oct 16th with block installation.

The Rwy 13 RSA grading inside the fence has begun and we will again try to utilize day time closures to complete this project as soon as possible.

FAA has completed the removal of the old radar facility that included the base building and fencing. FAA is currently upgrading the Rwy 36 MALSF which are the approach lights located across Rt 183 into Greenfields. I would like to thank Allan Laird (FAA Facility Mgr) for all is

On September 29th Luke McHugh and I met with the Bureau of Aviation for our annual planning session. Attached is an updated version of our ACIP for the next 4 years. BOA was very helpful in pointing out ways to acquire some maintenance equipment that would be state eligible.

On October 1st Rick Harner from HARADO visited the airport to check the progress on both RSA projects and to review safety procedures during the Rwy 31 EMAS construction.

On Friday 10/9 I was a guest on Aviation in Berks (BCTV) which is hosted by the Reading Aero Club. President John Toomey and I discussed current projects, history, future development, and upcoming events at RDG.

I have updated our agreement with DTN Weather of forecasting services used during the winter season. This service provides weather forecasts based on our surface sensor data for an accurate forecast at the airport. It also provides weather radar and interactive forecasting information 24 hrs a day. This has become a real asset in managing our snow operations at RDG.

December 12th is Christmas in the Air. We have had 2 planning meetings to date with the next meeting scheduled for Thursday Oct 22nd @ 6:30 pm.

On November 9th I will be conducting a training session with our mutual aid fire department (Greenfields). I would like to thank our tenants in advance for allowing us to visit their facilities during this familiarization class.

AECOM

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MEMORANDUM

TO: Terry Sroka, Airport Manager

FROM: Bryan Oscarson, Project Manager

DATE: October 6, 2009

RE: Reading Regional Airport
 Engineer's Report for September 2009

CONTRACT SUMMARY

| <u>Task</u> | <u>Description</u> | <u>Status</u> |
|-------------|--|---------------|
| Task 1: | Airport Capital Improvements Plan | Complete |
| Task 2: | RW 18 RSA Improvements-Final Design | 97% |
| Task 3: | Hangar 501 Demolition-Section 106 Consultation | Complete |
| Task 4: | Ad Hoc Services | Active |
| Task 5: | RW 13-31 Safety Area Feasibility Study | Complete |
| Task 6: | RW 18 RSA Improvements-Construction Phase Services | 99% |
| Task 7: | RW 13 RSA Improvements-EA/Eng/Design | 98% |
| Task 8: | Hangar 501 Demolition-Construction Inspection | 99% |
| Task 9: | RW 13 RSA Improvements-Construction Phase Services | 70% |
| Task 10: | Rehabilitation Runway 18-36 Pavement – Design | 15% |
| Task 11: | Runway 31 EMAS Design | 98% |
| Task 12: | Runway 31 EMAS Construction Phase Services | 50% |

MONTHLY REPORT FOR OPEN/ACTIVE TASKS**Task 2: Runway 18 RSA Improvements - Final Engineering/Design**

- Work in Progress (September)
 - None
- Next Steps (October)
 - Provide documentation to vacate/dedicate Leisch's Bridge Road.
 - Obtain Final Land Development Plan approval from Bern Township and record the plans.

- Close-out Task 2
- Issues/Actions Being Taken
 - See Task 6.

Task 4: Ad Hoc Services

- Work in Progress (September)
 - Review/revised the Airport Capital Improvement Plan (ACIP)
 - Met with PennDOT on September 28.
- Next Steps (October)
 - Prepare to meet with FAA (date tbd)
 - Complete annual FAA DBE Goal Estimate
- Issues/Actions Being Taken
 - None

Task 6: Runway 18 RSA Improvements - Construction Phase Services

- Work in Progress (September)
 - Contractor completed site work (clean-up/punch-list items)
- Next Steps (October)
 - Final walk through with Bern Township
 - Construction/contract close-out
- Issues/Actions Being Taken
 - Site improvements are being undertaken "at-risk" until we have final land development plan approval and the plans are recorded with Bern Township.

Task 7: Runway 13-31 Safety Area Improvements (E/A & Design)

- Work in Progress (September)
 - None
 - Project is under construction; see Task 9
- Next Steps (October)
 - None
- Issues/Actions Being Taken
 - None

Task 8: Hangar 501 Demolition - Construction Inspection

- Work in Progress (September)
 - None
- Next Steps (October)
 - Coordinate with PennDOT
 - Complete close-out Task 8 administrative items
- Issues/Actions Being Taken
 - None

Task 9: Runway 13 RSA Improvements - Construction Phase Services

- Work in Progress (September)
 - Responded to Contractor Requests for Information
 - Reviewed contractor submittals
 - Installed Erosion & Sedimentation Control measures (100% Complete)
 - Topsoil stripped and stockpiled (100% Complete)
 - Sedimentation Basin construction (90% Complete)
 - Placed infiltration soil in basin (90% Complete)
 - Site Excavation (75% Complete)
 - Installed stormwater management system (95% Complete)
 - Installed road sub-base course (90% Complete)
 - Paved bituminous base course (75% Complete)
 - Paved bituminous binder course (75% Complete)
 - Closed Van Reed Road for two weeks to complete paving (30% Complete)
- Next Steps (October)
 - Review contractor submittals
 - Infiltration Basin construction
 - Import and place foreign borrow material (i.e. fill)
 - Complete stormwater management system
 - Continue site excavation
 - Pave Van Reed Road
 - Re-open Van Reed Road
 - Fence installation
 - Grading inside fence
- Issues/Actions Being Taken
 - The Contractor submitted a delay claim in the amount of \$366,662 due to the Stop Work Order.
 - The claim is being rejected as unreasonable. The Contractor will likely resubmit. AECOM is preparing a more realistic estimate of delay damages based actual work performed and current Blue Book values. No meeting has been scheduled yet.
 - Site improvements are being undertaken "at-risk" until we have final land development plan approval and the plans are recorded with Bern Township.
 - Action: Bern Township engineer attends construction meetings and inspects the project site on a regular basis to ensure compliance with the approved plans.
 - RRAA coordinated work inside the fence to be done during daytime hours.

Task 10: Rehabilitation Runway 18-36 Pavement (Design)

- Work in Progress (September)
 - None
- Next Steps (October)
 - None
- Issues/Actions Being Taken
 - Coordinate non-destructive pavement testing field work based upon geotechnical investigations after Runway 13 and 31 night-time construction is complete.

Task 11: Runway 31 EMAS (Design)

- Work in Progress (September)
 - None
- Next Steps (October)
 - Submit EMAS Final Design Report to FAA
 - Close-out contract/task
- Issues/Actions Being Taken
 - None

Task 12: Runway 31 EMAS (Construction)

- Work in Progress (September)
 - Prepare for Pre-construction Meeting
 - Hold Pre-construction Meeting
 - Issue Construction Notice-to-Proceed
 - Respond to Contractor Requests for Information
 - Review contractor submittals
 - Installed Erosion & Sedimentation Control measures (100% Complete)
 - Topsoil stripped and stockpiled (100% Complete)
 - Install concrete header beam (100% Complete)
 - Milled abandoned Taxiway (100% Complete)
 - Site Excavation (90% Complete)
 - Installed sub-base course (100% Complete)
 - Paved pavement test strip (95% Complete)
- Next Steps (October)
 - Finish paving RSA
 - Install EMAS blocks
 - Grooving
 - Paint pavement markings
- Issues/Actions Being Taken
 - RRAA coordinated work to be done during daytime hours, in lieu of nighttime hours.

Project Administration

- Work in Progress (September)
 - Prepared a Project Engineer's Report for August
 - Attended the September board meeting
- Next Steps (October)
 - Prepare invoices and a Project Engineer's report for September
 - Attend the October board meeting

If you have any questions or concerns, please call me directly at (215) 399-4333.